THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DGS1428423**	DATE POSTED:	**01/27/14**
POSITION NO:	203843	CLOSING DATE:	**02/07/14**
POSITION TITLE:	Building Maintenance Supervisor		
DEPARTMENT NAME / WORKSITE:	DGS/Employee Housing Program / Window Rock, AZ		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	Y62A
WORK HOURS:	8:00 am - 5:00 pm	PART TIME:	☐	NO. OF HRS./WK.: _____	$ 33,030.40	PER ANNUM
		SEASONAL:	☐	Duration:	$ 15.88	PER HOUR
		TEMPORARY:	☐	_____		

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs, oversees, administers, plans, inspects, and supervises the maintenance, upkeep and repair of Navajo Nation Employee Housing units and program buildings, performs duties of a working supervisor and performs related work as assigned. Inspects sites, housing; assures safety standards; completed employee evaluations; inspects to establish viability of assignments and work; estimate costs associated with renovations, including material, equipment, and labor; determines if job requires contracted professionals; train employees in equipment, new construction principles and safety; prioritize and schedule work and assignments; inspects on-going work, projects, program issues, ensure compliance with standards and regulations; provides written memorandums, reports, letters, etc.; meets with vendors, contractors, committees, councils, corporations, etc.

Physical Requirements: Work requires long hours with exposure to loud noises, chemicals, toxic fumes, air and waterborne pathogens, and mechanical equipment during the inspection of renovation sites and equipment, with the ability to detect non-compliance with the design and/or plan specifications; working supervisor position also requires standing, stooping, walking, sitting, climbing, lifts equipment or materials weighing in excess of 50 pounds.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

An Associate's Degree in Construction or Maintenance; and four (4) years of progressively responsible journey level construction or maintenance experience, of which, two (2) years must have been in a supervisory capacity; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

(In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

1st Aid/CPR, Knowledge of federal, state, Navajo Nation laws, rules, regulations, and guidelines related to building maintenance. Knowledge of National Electric Code, Plumbing Code, Building Code and Plumbing Code, Occupational Safety and Health practices. Skill in safely working with potentially hazardous materials, chemicals and supplies. Skill in prioritizing and handling multiple assignments. Skill in establishing and maintaining effective working relationships. Knowledgeable in computer hardware, software, and peripherals, construction materials and equipment and specifications. Read and interpret facility and building blueprints, schematics, and designs. Prioritize, coordinate, and scheduling projects, deliver materials and manpower. Enforce compliance with renovation/construction plans and specifications. Develop and monitor budgets and labor costs. Utilize verbal and written communication skills with work orders, reports, memorandums, presentations, etc.

Special Requirements:

Applicant must possess a valid state driver's license and the ability to obtain a Navajo Nation Vehicle Operator's Permit within 90 days of employment.

VETERANS PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.